



Town of Apple Valley
 1777 N Meadowlark Dr
 Apple Valley UT 84737
 T: 435.877.1190 | F: 435.877.1192
 www.applevalleyut.gov

Free Standing Fee: \$100.00
Monument Fee: \$100.00
Temporary Sign: N/A
Wall Sign: N/A

SIGN PERMIT APPLICATION

Applications May Take Up To 45 Days for Approval Process if Planning Commission Decision is Needed

Business Name:		Phone:	
Address:		Email:	
City:	State:	Zip:	
Owner:		Phone:	
Address/Location of Property:		Parcel ID:	
Zone District:		Business License #:	

CONTRACTORS

Sign Contractor		Utah State Contractor's License #:
Phone #:	Email:	Utah Municipality Contractor's License #
Mailing Address:		City/State/Zip
Electrical Contractor		Utah State Contractor's License #:
Phone #:	Email:	Utah Municipality Contractor's License #
Mailing Address:		City/State/Zip
Contractor		Utah State Contractor's License #:
Phone #:	Email:	Utah Municipality Contractor's License #
Mailing Address:		City/State/Zip

SIGN(S) TYPE

Temporary
 Permanent
 Both

 New Sign

 Free Standing
 Modification

 Monument
 Wall
 Other _____

CERTIFICATION

This is to certify that I have read Apple Valley Land Use Code Title 10, Chapter 22 Signs and agree to abide by the rules and regulations set forth in this chapter.

Signature of Applicant	Date
Name of Applicant (please print)	
Signature of Contractor	Date
Name of Contractor (please print)	
Signature of Property Owner (if different than business owner)	Date
Name of Property Owner (please print)	

Official Use Only PERMIT #:	Amount Paid: \$	Receipt No:
Date Received:	Date Application Deemed Complete:	
By:	By:	
Planning Staff Approval	Date	
Building Official Approval	Date	
Additional Staff Comments		

One sign permit application may include multiple signs on the same lot. Detailed drawing(s) to scale of all existing and proposed signs on a lot MUST be attached to the sign permit application for construction, creation, and/or installation of a new sign or for the alteration of an existing sign.

Submittal Requirements: This application must be accompanied by a set of plans which meet the following standards:

- Plans shall be drawn at a scale of no smaller than 1"=100'
- Submit one (1) set of plans on 11 x 17 inch paper.

1. Site plan including:
- _____ a. The proposed location of the sign, existing and proposed buildings or other structures, & parking areas.
 - _____ b. Elevation drawings of the proposed sign, drawn to scale, showing the type of sign, sign display, sign height and sign area.
 - _____ c. Existing signs on lot.
 - _____ d. Landscaping around sign.

2. Other Requirements:
- _____ a. Design, structure, materials, proposed copy and illumination specifications (see Land Use Code Title 10, Chapter 26) .
 - _____ b. Photograph(s) of the lot.
 - _____ c. The extent to which the sign is proposed to project into or over public property, if any.
 - _____ d. Letters of authorization from property owners, if applicable.
 - _____ e. Samples of the material and lettering to be used in the sign.
 - _____ f. Samples of the colors planned for the sign.

Note: It is important that all applicable information noted above is submitted with the application. An incomplete application will not be scheduled for Planning Commission consideration. A deadline missed due to an incomplete application could result in a month's delay. Planning Commission meetings are held on the first Wednesday of each month at 6:00 p.m. The deadline to submit an application to be placed on the agenda is no later than 12:00 noon ten (10) full business days before the Planning Commission meeting at which you plan for your application to be heard.

PROCESS

Upon application and payment of applicable fees, the Planning Staff will review the application and prepare a report and recommendation for the Planning Commission, if necessary. This will be reviewed at a public meeting where the applicant should attend, present the project, and respond to questions from the Planning Commission. Since it is a public meeting, members of the public may also have questions or comments. At the public meeting the Planning Commission will review the application and Staff's report, and approve, approve with conditions, or deny the sign permit application.

APPEALS

The decision of the Planning Commission is final unless an appeal is made. A timely appeal must be filed with the Town Clerk and heard by the Appeal Authority. The decision of the Appeal Authority is final unless appealed to a court of competent jurisdiction within thirty (30) days from the date of decision of the Appeal Authority.